



MEDICAL DEVICES TRAINING FACILITATOR

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Medical Devices Training Facilitator
Band	Band 6
Directorate	Director of Corporate Services
Accountable to	Medical Engineering Services Manager
DBS Required?	Yes, Standard DBS

JOB PURPOSE

Medical Engineering are looking for two healthcare professionals to be part of the Medical Device Training Team for Shrewsbury and Telford NHS Trust.

This role would suit a professionally registered nurse, operating department practitioner, healthcare scientist or other allied healthcare professional with a strong practical background in the use of medical devices in healthcare delivery and a good understanding of medical device issues from the perspectives of clinical colleagues, patients, and carers. The post holder should have demonstrable passion for quality and safety in healthcare provision.

This is an exciting opportunity to play a key role in ensuring the optimal and safe application and use of medical devices across the Trust, working closely with the Trust's diverse range of clinical services and clinical professionals.

As part of your career development, you will be offered in-house, formal manufacturers' training courses and a teacher training course.

Main Duties and Responsibilities

The post holders' responsibilities will be to ensure that Medical Device Training complies with CQC training requirements and the MHRA's Management of Medical Devices.

Teaching, training

1. To provide specialist training resources and presentations.
2. To regularly coordinate, teach and train other staff groups (Doctors, Nurses, allied health professionals, technical staff etc.) in the operation and care of medical equipment.
3. To assist the Medical Device training Officer in maintaining the equipment training database
4. To provide training and on-going support for Advanced equipment trainers and Trust Practice Development Nurses/Facilitators in each clinical area and specialty.

Clinical and Technical

5. To assist the Medical Device training Officer in undertaking audits of medical devices training and usage across the Trust. Working in partnership with Medical Engineering Services and ward managers to ensure Trust policy and national guidelines and recommendations are adhered to.
6. To regularly evaluate training materials and manufacturer's instructions for adequacy in line with national and local policy. To disseminate, updated material and information in a timely and effective manner.
7. To assist the Medical Device training Officer in the risk assessment of new and existing equipment and in the investigation of clinical incidents relating to medical devices and to provide appropriate professional support for staff involved when requested.
8. To assist the Medical Device training Officer in new equipment rollout projects, upgrades, and decommissioning processes as requested.
9. Support MES Staff

Communication and Networking

10. To liaise effectively with key personnel across the Trust in matters relating to medical equipment training, competency, and equipment provision.
11. Work and communicate with members of the multidisciplinary staff and other departments in the Trust, face to face, via the telephone, e-mail, and in writing.

Professional

To maintain and continue to develop own clinical knowledge and medical devices knowledge and expertise to ensure high standards of evidence-based education in line with current research and the recommendations of key professional bodies.

12. Responsible for the assessment of own training needs to fulfil role requirements.
13. Participate in Continuing Professional Development as part of personal development.
14. Take part in the appraisal system and be accountable for the maintenance of professional clinical registration.
15. Keep abreast of scientific, clinical, and technical developments in Clinical Engineering.
16. Attend relevant training courses.
17. Participate in departmental team meetings in matters relating to training and competency of clinical staff.

General Responsibilities

18. The post holder must at all times carry out duties and responsibilities with due regard to the Trust's equal opportunities policies and procedures.
19. Ensure all activities are carried out within the quality management system and meet regulatory requirements.
20. The post holder must ensure that personal information for members of staff and all other individuals is accurate, up to date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality.
21. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.
22. The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.
23. The post holder is required to familiarise him/herself with and comply with the Trust's policies and procedures.
24. The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report, as necessary, any untoward accident, incident, or potentially hazardous environment
25. All staff must ensure that they comply with the Trust's Infection Control policies and procedures and undertake relevant training for any deficit in their practice and knowledge. Staff must take personal responsibility for their own actions in relation to infection prevention and control practices during their day-to-day work.
26. The post holder is expected to develop IT skills.
27. The Trust operates a No Smoking Policy.

28. To provide cover for other members of the section so that absence does not prejudice the service.
29. The postholder must, at all times, carry out his/her duties with regard to all statutory and professional regulations and local rules, including health and safety, quality and risk management. The post holder will support the risk assessment of work activities.
30. The postholder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report any untoward accident, incident, or potentially hazardous environment.
31. The postholder will be required to undertake duties at any location within the Trust, or at sites where Medical Engineering has contractual obligations in order to meet the service needs.
32. This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks. The postholder will be required to undertake other duties appropriate to his/her grade, which are not listed above, at the direction of his/her manager. The job description may be amended from time to time after consultation with the postholder.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Registered Nurse/Registered Operating Department Practitioner/ Registered Clinical Technologist Healthcare Profession Equivalent qualification 	<ul style="list-style-type: none"> Degree in Healthcare Profession Equivalent qualification Teaching, assessing qualification. or equivalent level of specialist skill Registered with a Professional Body

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Experience of working in a clinical environment in a variety of healthcare settings Experience of working within a Quality Management System and evidence of active participation in continuous improvement. Experience in mentorship, teaching and delivering presentations. Experience with applying right IPC rules. Knowledge and understanding of the risks to patients and staff arising from the use of a wide range of medical equipment. Knowledge of the operation and clinical applications of a variety of medical devices 	<ul style="list-style-type: none"> Experience in Medical device evaluation. Experience in medical device training. Experience of team leadership and development. In depth knowledge of the operation and clinical applications of a variety of medical devices.

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to use MS Windows and Office (Excel, Word, Outlook etc); to manage files and • Good organisational, prioritisation and time management skills - to manage work areas and workload of self and the wider team. • Good written and verbal communication skills. • Good customer relations and interpersonal skills. • Flexibility and ability to adapt to continuously improving systems of working. • Ability to work within an effective and efficient team. Committed to team performance 	<ul style="list-style-type: none"> • Ability to set up complex documents and spreadsheets.

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Ability to work flexibly• Undertake training in The Royal Shrewsbury Hospital, The Princess Royal Hospital and the community.• Full drivers' licence	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to

empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD

Proudly supporting those who serve.



Proud to have signed
The Pregnancy
Loss Pledge



The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital